



DEPARTMENT OF THE ARMY  
U.S. ARMY MEDICAL COMMAND  
HEALTH CARE ACQUISITION ACTIVITY  
2107 17TH STREET, SUITE 69  
FORT SAM HOUSTON, TEXAS 78234-5069

REPLY TO  
ATTENTION OF

MCAA

12 May 2004

MEMORANDUM FOR CHIEFS, MEDCOM HCAA REGIONAL CONTRACTING OFFICES

SUBJECT: Policy and Procedures Regarding the Use and Approval of  
DD Form 2579, Small Business Coordination Record, Policy Letter 04-01

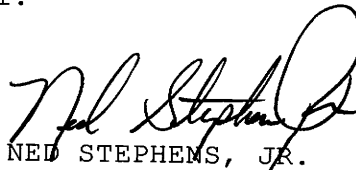
1. The purpose of this letter is to establish policy and procedures for the preparation of the DD Form 2579 in accordance with DFARS 219.201(d)(10)(B) and AFARS 5119.201(d)(9)(B) and to maximize the use of small business concerns by the U.S. Army Medical Command (MEDCOM) Health Care Acquisition Activity (HCAA).
2. Small and Disadvantaged Business Utilization Specialists (SADBUS) are required to maintain a control log of DD Forms 2579 by control number, IAW with AFARS 5119.201(d)(9)(B)(2). This control log will be made available to the Health care Acquisition Activity during Program Management Reviews. This information will also be made available to the Associate Director for Small Business (ADSB) or the Small Business Administration (SBA) Procurement Center Representative (PCR) upon request.
3. For acquisitions not exceeding \$10,000, a DD Form 2579 **is not required**. Standardized forms and/or pre-printed folders, approved by the contracting officer, are acceptable as documentation in the contract file when it is necessary to dissolve the automatic small business set-aside (FAR Part 19.502-2(a)) under \$10,000.
4. For acquisitions valued greater than \$10,000 set-aside for small business concerns, the contract specialist shall prepare a DD Form 2579 IAW DFARS 219.201(d)(10)(B). The contract specialist shall conduct market research IAW FAR Part 19.202-2 to include a **Dynamic Small Business Search** within the Central Contractor Registration (CCR) website at <http://www.ccr.gov/>. The Dynamic Search shall consist of at least the following searches in order of priority: 1) HubZone/8(a) small business concerns; 2) 8(a) small business concerns; 3) HubZone small business concerns; 4) service disabled veteran owned small business concerns; and 5) all other Small Business Concerns. The DD Form 2579 with the market research shall be submitted to the contracting officer and appointed SADBUS for review and coordination on the DD Form 2579.

This policy supercedes Policy Letter 00-01, dated 7 Jan 00 regarding the use of DD Form 2579 and applies to all HCAA contracting offices.

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- a. Delivery orders/task orders against established contracts and federal supply schedules do not require a DD Form 2579.
- b. Modifications in excess of \$10,000 that add additional sites, categories, or specialties to an established contract require a DD Form 2579.
5. The SBA PCR will review all DD Forms 2579 with supporting documentation valued greater than \$10,000 **not set aside** for small business concerns. (Note: SADBUS and PCR may have agreed to a higher dollar threshold.) The SBA PCR will review and approve or make alternate recommendations IAW FAR Part 19.402(c). The DD Form 2579 will be submitted to the SBA PCR as early as possible but **not later than 5 working days prior to release of the solicitation**.
6. Coordination with ADSB is required when contracting offices receive an SBA PCR recommendation that differs from the contracting officer's initial determination and the contracting officer disagrees with the SBA PCR recommendation. The SADBUS must involve the ADSB as early as practical to facilitate a resolution, to support the contracting officer's position, to identify possible small business sources, and/or to assist in any other way.
7. The DD Form 2579 and all supporting documentation will become part of the procurement files.
8. Copies of DD Forms 2579 set aside for small business concerns shall be provided to the servicing PCR within 5 working days after the end of the month if required by the PCR.
9. Copies of all DD Forms 2579 shall be provided to the ADSB office for review purposes within 5 working days after the end of the month.
10. Our point of contact is Mrs. Nancy Villarreal, U.S. Army Medical Command Office of the Associate Director for Small Business, DSN 421-4415, Commercial (210) 295-4415, or E-mail nancy.villarreal@cen.amedd.army.mil.



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CF:  
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